

## Quarterly Inquiry of Projects in Progress

**Follow the Questions to Complete the Form**

**Check the Links for Further Assistance**

This survey should be completed by main contractors. If you do not work as a main contractor, have ceased trading or are not in the construction industry please attach a covering note to the survey and return to us.

<p><b>Front Page</b></p> <p>Change of address or business name?</p>	<p>Cross small box and amend in the space provided.</p>
<p><b>Inside Page</b></p> <p>Column 1, job/contract reference number</p> <p>Column 2, previously reported contract value</p> <p>Column 3, cumulative total excluding VAT</p> <p>Column 4, job completion</p> <p>Column 5, comments</p>	<p>Only report on jobs listed. If the reference is incorrect amend in column 5.</p> <p>If incorrect, please amend.</p> <p>See <a href="#">cumulative value</a> for details</p> <p>If all work has finished on the site please X the box.</p> <p>Amend job/contract reference numbers here. If all the work has been completed, include in column 3 estimates of the value of any outstanding final payments. If these are not known, but you expect the eventual value to differ by 10% or more from that shown in column 3, please write 'claims outstanding' in column 5.</p>

Contact details	Please enter details of the person we should contact for any queries.
Declaration and signature	Please sign and date the survey.

**When you have completed the form please return in the envelope provided.**

### **Cumulative Value**

Enter the total value of work done, excluding VAT.

Include output of sub-contractors if used.

Figures should represent the cost to the client not the contractor.

If no figures are available please give your best estimates for total work done to the end of the quarter.

The value of the land should be excluded from the figures reported.